

Training Schedules by Topic

Strategic Planning

This one-day session (9:00-4:00) will assist participants with the critical decision of when and how to develop a strategic plan. The major learning objectives will allow participants to explore the 10-step strategic planning process and the importance of having a strategic plan. Participants will also receive useful tools to assist them when in their organization.

Dates & Locations

January 14, 2005	Columbus, OH
January 18, 2005	Chillicothe, OH
March 17, 2005	Toledo, OH
March 23, 2005	Cleveland, OH
March 31, 2005	Hillsboro, OH
April 15, 2005	Columbus, OH
April 21, 2005	Lima, OH
May 17, 2005	Zanesville, OH
June 15, 2005	Cleveland, OH
June 30, 2005	West Union, OH

Agenda

Welcome
Why do Strategic Planning?
10 Step Process
Break
Step 1-6
Lunch
Step 7-10
Next Steps
Additional Resources
Closing Remarks & Evaluation

Fiscal Management

During this one-day session (9:00-4:00) participants will explore the critical topic of financial management and the components of keeping clear and accurate records while growing your faith-based or community organization. Key learning points include building financial management systems, cash flow case study and financial responsibility and accountability.

Dates and Locations

January 6, 2005	Fremont, OH
January 26, 2005	Cleveland, OH
February 24, 2005	Hillsboro, OH
March 1, 2005	Canton, OH
March 11, 2005	Columbus, OH
April 12, 2005	Marietta, OH
April 20, 2005	Cleveland, OH
May 12, 2005	Galion, OH
May 31, 2005	West Union, OH
June 10, 2005	Columbus, OH

Agenda

Welcome
Why do Fiscal Management?
Building Fiscal Systems
Break
Cash Flow Activity
Financial Responsibility
Lunch
Policies & Procedures
Accountability & Reporting
Next Steps

Board Development

This one-day session (9:00-4:00) will venture into the development of a non-profit Board. Key learning points will include the roles of board members & officers, the legal responsibilities of a non-profit board and the stages of board development. Participants will walk away with the basics of non-profit boards, as well as the tools and resources to assist them at their organization.

Dates and Locations

January 12, 2005	Cleveland, OH
January 25, 2005	Dennison, OH
January 28, 2005	Columbus, OH
March 23, 2005	West Union, OH
March 24, 2005	Huntsville, OH
April 6, 2005	Cleveland, OH
April 28, 2005	Dayton, OH
April 29, 2005	Columbus, OH
May 24, 2005	Pomeroy, OH
June 23, 2005	Hillsboro, OH

Agenda

Welcome
What is a Board?
Board Officers & Committees
Break
Financial Oversight
Legal Risk & Responsibilities
Lunch
Stages of Board Development
Next Steps
Closing Remarks & Evaluation

Outcome Management

This one-day session (9:00-4:00) will allow participants to create outcome frameworks for their specific organizations needs. With accountability and reporting being emphasized so heavily in most funding sources, this tool will enable organizations to organize, analyze and access both customer data and agency data in order to effectively report your outcomes.

Dates and Locations

January 20, 2005	Dayton, OH
February 24, 2005	Hillsboro, OH
February 25, 2005	Columbus, OH
March 9, 2005	Cleveland, OH
March 15, 2005	Pomeroy, OH
April 26, 2005	Dennison, OH
May 26, 2005	Huntsville, OH
May 27, 2005	Columbus, OH
May 31, 2005	West Union, OH
June 1, 2005	Cleveland, OH

Agenda

Welcome
Benefits of Outcome Management
Who is the customer?
Break
Outcome Framework as a Management Tool (Part I)
Lunch
Outcome Framework as a Management Tool (Part II)
Implementing Change
Closing Remarks & Evaluation

Human Resources & Volunteer Management

During this one-day session (9:00-4:00), participants will have the opportunity to learn the basics of Human Resource Management for non-profit organizations. The topics addressed in this session are basic employment law, how to recruit and retain employees and general guidelines for keeping your best volunteers.

Dates and Locations

January 11, 2005	Marietta, OH
February 23, 2005	Cleveland, OH
March 10, 2005	Galion, OH
March 25, 2005	Columbus, OH
March 31, 2005	Hillsboro, OH
April 14, 2005	Fremont, OH
May 10, 2005	Canton, OH
May 18, 2005	Cleveland, OH
June 24, 2005	Columbus, OH
June 30, 2005	West Union, OH

Agenda

Welcome
HR Checklist Review
Employment Law
Break
Recruiting & Retention
Lunch
Orientation & Training
Compensation & Benefits
Termination
Break
Supervising Volunteers
Closing Remarks & Evaluation

Fund Development

During this one-day session (9:00-4:00) participants will have an opportunity to discover effective fundraising techniques and how to be a successful proposal writer. These two avenues for diversifying funding sources are critical to any non-profit in the competitive environment to secure funds.

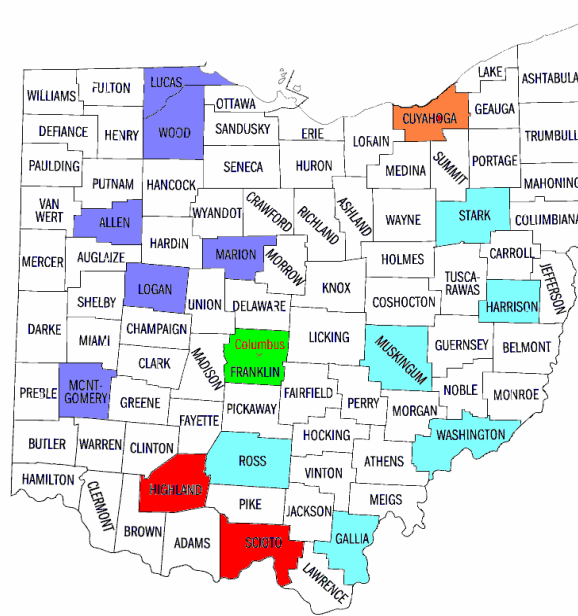
Dates and Locations

January 13, 2005	Lima, OH
January 26, 2005	West Union, OH
February 9, 2005	Cleveland, OH
February 11, 2005	Columbus, OH
March 8, 2005	Zanesville, OH
April 7, 2005	Hillsboro, OH
April 19, 2005	Chillicothe, OH
May 4, 2005	Cleveland, OH
May 13, 2005	Columbus, OH
May 19, 2005	Toledo, OH

Agenda

Welcome
Successful Fundraising
Break
Developing a Case Statement
Lunch
Grant & Proposal
Development
Break
Next Steps
Additional Resources
Closing Remarks & Evaluation

Map of Ohio Training Locations



- | OCATO
- | ECDI
- | CCN
- | Freestore
- | OCATO